



REDEMPTION
HILL CHURCH

SERVING ROSTER

October 2011

"In all things I have shown you that by working hard in this way we must help the weak and remember the words of the Lord Jesus, how he himself said, 'It is more blessed to give than to receive.'"

- Acts 20:35

A faded, grayscale background image of a city skyline with various skyscrapers and buildings, positioned behind the text at the bottom of the page.

The Service

	Oct 2nd	Oct 9th	Oct 16th	Oct 23rd	Oct 30th
Leading Service	OSSA/ MURPHY	SPENCER	MURPHY	TAN	TAN
1st Service Communion Responsibilities for Community Groups	James & Kimberly Shuting's Ladies' Group	Jeff & Nanette Norman & Angela	Huai Tze & Cindy Paul & Karen	David & Joanne Alvin & Cheryl	Henning & Elissa Tara's Ladies' Group
2nd Service Communion Responsibilities for Community Groups	Youth Group Simon & Tarryn	Ivan & Michelle Lester & Melissa	Jon Ziegler Marchand & Liching	Alex & Keri	Jacob & Yvonne Simon & Tarryn

- **Details on Communion Responsibilities for Community Groups:**

- The Community Group on duty should be at church by 8:55 and 11:10am for First and Second services respectively to be briefed by Community Group leaders.
- The Community Group on duty is not responsible for setting up the communion trays. The Setup team will set up the communion trays at the front of the auditorium on the Communion table where all ten trays will be laid out and left there for the community group on duty.
- While there are only ten trays available, we encourage all Community Group members to participate and be aware of any assistance needed during communion time.
- The community groups on duty will be assigned various areas of focus in the Auditorium by the Community Group Leaders in charge. This will allow for an orderly and efficient distribution of the communion elements.

Music

	Oct 2nd	Oct 9th	Oct 16th	Oct 23rd	Oct 30th
Worship Leader	Darrell	Aidan	Rennie	Savio	Aidan
Guitar	Darrell	Aidan	Rennie	Savio	Aidan
Keys	Karen	Charmaine	Tarryn	Karen	Charisse
Drums	Tim	Micah	Raimy	Rennie	Micah
Bass	Kenneth	Stephen	Tim	Michael	Michael
Other	--	--	--	--	Vicky (viola)
Electric Guitar	--	Daniel A	--	--	--
Backup Vocals/ Choir	Cheryl & Sara	Niki & Gloria	Abby	Melanie & Kimberly	Niki
Sound Tech (Sat)	Daniel Y	Raimy	Justin	Patrick	Raimy
Sound Tech (Sun)	Patrick & Daniel Y	Craig & Raimy	Daniel A & Justin	Daniel Y & Patrick	Craig & Raimy
AV	Max Fun	Samantha	Max Fun	Annabelle	Max Fun

▪ Details for Worship Team:

- If you are unable to make it last minute due to an emergency, please call Aidan Spencer at +65 8499 2077. Aidan Spencer is to notify Rachel Berry of any changes.
- Practices for the worship team are on Saturdays from 12:00nn to 2:00pm, subject to change/confirmation by the worship leader.
- The worship team is to arrive on the Sunday morning at 8:00am in order to assist the Audio Tech team in setting up the audio & music equipment, and to rehearse.
- The worship team is expected to serve at both services and to help with the tearing down of the music equipment at the end of the second service.
- Worship team members that are unable to make it on the scheduled date, should contact their respective team leader as well as Aidan to make arrangements for a replacement.
- The worship team should come with the music prepared and practiced. For consideration of others, practices should not extend beyond the time allotted due to lack of practice or familiarity with the songs.

▪ Details for the Audio Tech:

- If you are unable to make it last minute due to an emergency, please call Aidan Spencer at +65 8499 2077. Aidan Spencer is to notify Rachel Berry of any changes.
- The person(s) rostered for sound on Sunday is/are expected to arrive at Oriental Plaza at 8:00am to set up the audio and music equipment and to sound check the band.
- The Audio Tech team is expected to help with the tearing down of the audio and music equipment after the second service.

- **Details for the AV Team:**

- The songs and order for the songs should be prepared before Sunday morning. The AV Tech should communicate with the worship leader on the song list. Preparation on Sundays should not take place.
- The person responsible for AV should be at Oriental Plaza at 8:30am on Sunday.
- By 8:45am on Sunday, the AV Team shall ensure the following:
 - that they have received the powerpoint slides from the church office, for the announcements and the sermon;
 - that they have laid the VGA cable, obtained the remote and checked that the laptop and projector are in working order;
 - confirmed the song list, verse, chorus, bridge sequences with worship leader;
 - confirmed the announcement powerpoint slides with announcement maker; and
 - confirmed the sermon powerpoint slides with the preacher.
- The AV tech should assist with the setup and packing up of all AV equipment including cables, screens, projectors, laptops and all other AV equipment.
- The AV Tech should check that the laptop being used for AV has the powersavings and screensaver setting disabled before the commencement of the service to avoid disruptions to the projection.
- After the service, the AV Tech should also remember to turn off the projector, coil up the VGA cable and return the projector remote.
- For the operation of Opensong, the AV Tech should try to memorise the flow of each song and which keyboard command (V, C, B, etc) will jump to the right slide. The AV Tech should also advance to the next lyric slide 1-2 seconds before the first word (of the next slide) has to be sung.
- For clicking of the powerpoint slides for announcements, the AV Tech should wait for the announcer to mention the item before bringing up the relevant slide.
- For clicking of the powerpoint slides for the sermon, the next scripture verse should be brought 2-3 seconds before the previous slide is fully read out. The sermon summary points are to be brought after the preacher mentions the point.

Community Team

	Oct 2nd	Oct 9th	Oct 16th	Oct 23rd	Oct 30th
1st Service Welcome Desk Team	Anne & Greg Dauenhauer	Jireh Chew, Andrew Peters	Phil & Amy, Dave & Karen Walton	Min Kam, Sylvia Akwaboah	Kurt & Christa Rosenberg
2nd Service Welcome Desk Team	Wendy Smith Jane Ferris, Jenni Lien	The Mazik Family	Mark Davies, Glenda & Ricci Birchfield	Jane George, Shumei & Hamish	Yina Wright, Yulian Tan, Melissa Pang
Usher Teams	I/C: Anna Verbytska	I/C: Abby Mangrich	I/C: Feiting Woon	I/C: Abby Mangrich	I/C: Feiting Woon
	Rachel Berry	Amy Brown	Jireh Chew	Rachel Berry	Jireh Chew
	Eric Laug	Sherman Kwok (2 nd srvc)	Renny Herdadi	Amy Brown	Jasparina Moses
	Abby Mangrich	Jasparina Moses	Eric Laug	Eric Laug (2 nd srvc)	Xinying Quek
	Karen Tay	Nancy Uy (2 nd srvc)	Xingying Quek	Renny Herdadi (2 nd srvc)	Dennis & Vicky Shiang (1 st srvc)
	Deborah & Jess Uy (2 nd srvc)	Eliana Yap	Nancy Uy (2 nd srvc)	Sherman Kwok (2 nd srvc)	Deborah & Jess Uy (2 nd srvc)
	Feiting Woon	Melissa Pang	Karen Tay	Dennis & Vicky Shiang (1 st srvc)	Eliana Yap
		Gene & Nancy (1 st srvc)		Gene & Nancy (1 st srvc)	Melissa Pang

▪ Details for Welcome Desk Team:

- If you are unable to make it last minute due to an emergency, please call Karen Wetton at +65 9641 4876.
- The welcome desk team rostered should be at church by 8:30am on Sunday.
- The welcome desk team is responsible for setting up **and packing away** the following:
 - welcome desk (this includes all necessary welcome desk materials),
 - 'Loan bible' tables just outside third and fourth floor Auditorium exits (this includes Bibles, Flyers, Relate Cards, and all other handouts needed)
 - the welcome banners next to the welcome desk.
- The welcome desk team should wear their nametags at all times during service, even when not rostered on duty for that week.
- **Important Note on Working with the Setup Team:** Setup Team will **only** assist the welcome desk with making sure that the tables are in the correct positions and moving the box & materials needed from the storeroom to the Welcome Desk area. The Setup team will leave the box & materials behind the desk for the welcome team to setup and pack away. At the end of the service, the Setup Team will assist only with bringing the box back to the storeroom.

- **Details for the Usher Team:**

- If you are unable to make it last minute due to an emergency, please call Anna Verbyska at +65 9621 4572 or Rachel Berry at +65 8133 3129.
- The usher teams rostered should be at church by 8:45 and 11am in time for the the first and second services respectively.
- The usher team duties are the following:
 - 15mins before service – Ensure announcement sheets, relate cards and pens are ready for use when welcoming visitors
 - 10mins before service – Two (2) Greeters will stand on the Kids' Ministry level, directing people upstairs. Two (2) ushers will stand at the third floor entrance to the auditorium handing out announcement sheets. A further two (2) ushers will stand at the forth floor entrance handing out announcement sheets.
 - When service starts: close third floor door to Auditorium.
 - 15mins into service – Close fourth floor doors to the Auditorium.
 - (During Service) – Be available along the passageways and especially in the back to usher in latecomers.
 - (After Service Ends) – Stand and roam the exit area ushering and inviting people for tea & coffee.
- The usher team should wear their nametags when on duty.

Kingdom Kids

	Oct 2nd	Oct 9th	Oct 16th	Oct 23rd	Oct 30th
Playhouse Lesson	Abraham	Abraham	Abraham	Joseph	Joseph
Greenhouse Lesson	Lesson 22	Lesson 23	Lesson 24	Lesson 25	Lesson 26
Lighthouse & Powerhouse Lesson	Lesson 38	Lesson 39	Lesson 40	New material	New material
Storehouse Lesson	Attend Main Service	Lesson 23	Lesson 24	Lesson 25	Lesson 26
Playhouse (18mth – 3 yrs)	1 st : Jeff & Nanette 2 nd : Naomi, Jenni Lien	1 st : Hamish & Shumei, Sarah Bailey 2 nd : Hamish & Shumei, Gladys	Steve & Jennifer	1 st : Vong, Kay & Min 2 nd : Vong & Min	1 st : Jeff & Nanette 2 nd : Naomi, Jenni Lien
Greenhouse (3 – 5 yrs)	1 st : Andrew & Luli, Naomi 2 nd : Andrew & Luli	1 st : Renny, Crystal & Ed 2 nd : Renny, Yemima & Ilonka	Korinna, Rene & Eben	GH, Laurie & Sarrah	1 st : Andrew & Luli, Naomi 2 nd : Andrew & Luli
Lighthouse (6 – 8 yrs)	1 st : Amy B & Amy Soong 2 nd : Amy B & Amy Nash	Mandy & Jorel	Moses & Vera	Laura & Deborah	1 st : Amy B & Amy Soong 2 nd : Amy B & Amy Nash
Powerhouse (9 – 11 yrs)	1 st : Joanne, Meiyi & Lisa Sandquist	Alex & Liching	1 st : Robyn & Melanie 2 nd : Melanie & helper	1 st : Anna & Tarryn 2 nd : Anna, Laura & Zach	Alex & Liching
Storehouse (12 – 14 yrs)	Attend Main Service	1 st : Jeff H 2 nd : Karen T	1 st : Joanne Lu 2 nd : Jon Z	1 st : Eric 2 nd : Amy Nash	1 st : Jeff H 2 nd : Karen T

- If you are unable to make it last minute due to an emergency, please call Tarryn Murphy at +65 9137 7930.
- All Kingdom Kids teachers are teaching at both first and second services unless stated otherwise in the roster above.
- The Kingdom Kids teachers rostered should be at church by 8:45am on Sunday.
- At the end of each class, the teacher should take inventory of the materials that are running low/will be needed for following lessons and inform Tarryn Murphy so that she can purchase them and have them ready for the next class.

- All Kids Ministry resources should be stored in the built-in cabinates in each classroom when possible.
- If the snack supply in the classroom box is low, the teacher should refill the snacks from the main snack box (specially assigned for Kingdom Kids) in the locker.

Setup Team

	Sep 4th	Sep 11th	Sep 18th	Sep 25th	Sep 4th
Team Leader	(Team 2) Jason & Asmine	(Team 3) Rennie & Penny	(Team 4) Edward Sim	(Team 1) Alex & Keri	(Team 2) Jason & Asmine
	Matthew James	Moses & Vera	Matt & Owen Ferris	Jacob Abraham	Matthew James
	Delene Lee	Paul & Karen	Shawn Chen	Abby Mangrich	Delene Lee
	Lily Lim	Tony Nash	Jon Ziegler	Ashvina Sicharam	Lily Lim
	Ben Ang	Yvonne Koh	Kenneth Tay	James Nobbs	Ben Ang
	Zou YinJun	John Roberts	Hui Leng	Max Fun	Zou YinJun
	Weixian & Weiling	Phek Kin	Ng Li Pin	Ricci & Glenda	Weixian & Weiling
	Shaun Teo	Tarron & Charlotte	Too Hui Ting	Nizam Sanusi	Shaun Teo
	Yina Wright	Isaac Teh	Eugene Lim	Eduard Van Zy	Yina Wright
	Savio Sebastian		Aaron & Cindy		Savio Sebastian

- If you are unable to make it last minute due to an emergency, please call your respective team leaders.
- The setup team rostered should be at church by 8:00am sharp on Sunday.
- The setup team is fully responsible for:
 - Moving Welcome Team items from the storeroom to the Welcome Area.
 - Setting up Communion and replenishing it during the intermission between services.
 - Preparing the Tea & Coffee area and Mums' Room.
- For communion, please prepare communion trays at the communion table at the front of the auditorium at least 15mins before each service. **Immediately** after preparing them, wash the juice containers and leave them to dry during the service.
- Please try to use only 2 boxes (or 10 containers) of biscuits for communion so that there is no unnecessary wastage. Any leftovers should be packed away into the ziplock bags.
- Do not put any dirty/used containers/jug/ juice container back in the storage boxes. **Always** clean them first before storing.

- Please lay out the communion trays in the manner and arrangement as shown below.



- **Important Note on Working with other teams**

- ***Working with the Music Team, Sound & AV Tech:*** The music team, sound tech and AV team are fully responsible for the setup and storing of all their equipment. Setup team is only required to help with moving sound equipment from the storeroom to the Auditorium.
- ***Working with Community Groups on Communion Duties:*** The Setup Team will assist with setting up and serving the communion trays for the community groups. When this is done before service, the trays should be left at the front of the Auditorium and the assigned table. Trays should be replenished in between services. At the end of service, the setup team will collect the trays, clean them and store them.
- ***Working with the Welcome Team:*** Setup Team will only assist the welcome desk with making sure that the tables are in the correct positions and moving the box & materials needed from the storeroom to the Welcome Desk area. The Setup team will leave the box & materials behind the desk for the welcome team to setup and pack away. At the end of the service, the Setup Team will assist only with bringing the box back to the storeroom.